

П

**DATA ENTRY** 

**BILLING** 

LEDGER CARD

REGISTRATION FEE: CK#\_

**EXPIRATION DATE: IF NOT PROVIDED DUE ON** 

AMT.

In addition to this packet we need a current physical form (yellow) and immunization form (blue).

Page 1 of 5

"To lead, serve and guide the children of our community" LICENSE #C11MD1586

# **ENROLLMENT REGISTRATION FORM**

Parent Updates:
Parent Updates:
Parent Updates:
***Parent Initial and Date for each update***

CHILD INFORMAT	ION			- Parent initial	and Date for each update***
	, Middle, & Last): Date of Birth:				
Address:	(PLEASE INCLUDE CITY STATE AND Z	ZIP CODE)		Phone: _	
Parent/Guardian Marit	al Status: ☐ Single ☐ Married ☐ [	•	ı Widowed	Primary Residence:	п Mother п Father п Guardian
				***	
Referred By:	Hour	s <u>and</u> Day	s of Care Need	led:	
PRIMARY CONTAC	T AND RELEASE PERSONS: Pri	imary for	m of commu	nication is email an	d text message!
Parent/Guardian #1:			Relationship	o to Child:	DOB:
Home Phone:	Cell	l Phone: _		Telephone	Svc. Provider
Driver's License Numb	oer:		• •	State licensed in	
Work Phone/ Extension	n:	٠	, Wo	rk Hours:	*
Parent/Guardian #2: _			_ Relationship	to Child:	DOB:
Home Phone:	Cell	Phone:		Telephone S	Svc. Provider
Home Address:				Email Address:	
	er:				
	n:				
		2			
Official Use: Weekly Fee:  FORMS  ENROLLMENT FORM  MEDICAL RECORDS  H1N1  GETTING IN, GETTING OUT FLYER  EXPULSION POLICY  FOOD APPLICATION  INFANT FEEDING FORM  PHOTO RELEASE  DISCIPLINE POLICY  SCHOOL READINESS TRANSFER COMPLETE/SIGN OUT/IN  VPK ELIGIBILITY FORM (IF REQUIRED)  OINTMENT AUTHORIZATION		.	physical examir within 30 days of □ Section 7.3, of copy of the Chil 175-24), or	nation (Form 3040) and imm of enrollment. of the Child Care Facility Ha d Care Facility Brochure; "I	acility Handbook, require a current nunization record (Form 680 or 681) andbook, requires that parents receive Know Your Child Care Facility" (CF/2014).
		7IN .	Handbook, required brochure, "Selection 2.8, or in writing of the □ Section 2.3, or Handbook, requirexpulsion policies Your initial belock."	ires that parent(s) receive a sting A Family Day Care Ho f the Child Care Facility Ha disciplinary and expulsion f the Family Day Care Hom res that parents are notified as used by the family day ca	copy of the family day care home one Provider" (CF/PI 175-28). Indbook, requires that parents are notification of the child care facility, e/ Large Family Child Care Home in writing of the disciplinary and re provider above items and that

09092019 CELC ENROLLMENT PAKCET



Enrollment Date:	Termination Date:	



Authorized persons provided, must have all contact information provided below.

# EMERGENCY CONTACT AND AUTHORIZED PICKUP PERSONS

For the safety of your child, we will request all authorized release persons to provide a government issued photo identification at the time of pick-up.

Name #1:	Relations	ship to Child:
Home Phone:	Cell Phone:	Telephone Svc. Provider
		State licensed in:
Name #2:	hip to Child:	
Home Phone:	Cell Phone:	Telephone Svc. Provider
Driver's License Number:		State licensed in:
		hip to Child:
		Telephone Svc. Provider
		State licensed in:
		hip to Child:
		Telephone Svc. Provider
		State licensed in:
		nip to Child:
		Telephone Svc. Provider
Driver's License Number:		State licensed in:
if there is a medical or other emergency non-emergency purposes. I understand pick up that my child will not be releasunderstand that for the persons listed all you want a person who is not on your in advance, in writing. Your child will not a person who is not on your and your child will not a person who is not on your and your child will not a person who is not on your and your child will not a person who is not on your and your child will not a person who is not on your and your child will not a person who is not on your and your child will not appear when your child will not be a person who is not on your and your child will not be a person who is not on your and your child will not be a person who is not on your and your who is not on your who is not your who is not on your who is not your who is no	and I cannot be reached. I als that if persons listed above d used to this person until approve no verbal or written cons emergency contact and relea ot be released without prior a consent for pick up of your ch	ne parent/guardian section) to pick up my child from school or authorize the persons listed above to pick up my child for or not provide adequate photo identification at the time of copriate identification/clearance has been established. It ent is required to release my child from school.  See section to pick up your child, you must notify the school authorization by the parent and/or guardian. In the event ild, you may call the office to provide authorization. Your
or the first minute up until 30 minutes	after. Over 30 minute pick-up	l is picked up after hours a late fee of \$25.00 will be charge s will be charged an additional \$15.00 for every 15 minute ct local authorities after a certain amount of time. Please
	tion.	
	tion.	and agreed with all information provided on this page.



# ENROLLMENT AGREEMENT

Name of Child (First, Middle, Last):	Date:
Parent/ Guardian Name:	
PLEASE INITIAL EACH SECTION LISTED BELOW.	· •
AGREEMENT 1: TUITION AND FEES	
REGISTRATION FEE: I understand that a <u>non-refundable</u> Registration Fee of \$180.00 that a yearly Registration Fee is due to guarantee my child's enrollment for the Fall of the f	is due in advance when enrolling my child. I understand following school year.
TUITION: I understand that my tuition fee for my child is \$ I understand that my tuition payments according to the payment agreed with all tuition information detailed in the Tuition Information Sheet.	stand that I have decided to pick a bi-weekly or every and program I have chosen. I have read, understood and
TUITION PAYMENT and LATE FEE: I understand that tuition is due in accordance to retuition payment is not received in a timely manner a \$25.00, a week, late fee will be chreceived in a timely fashion, Countryside Early Learning Center holds the right to withdra again.	narged accordingly. If tuition and assessed fees are not
OFFICE OF EARLY LEARNING REGISTRATION: Countryside is involved in different q licensure entities. Students enrolled at Countryside are mandated to enroll with the OEL complete enrollment to the OEL must be completed.	quality enhancement programs with the OEL and other directly. I understand that in order for registration to be
AGENCY REIMBURSEMENT: I understand that I am solely responsible for any tuition reimbursement in accordance to my contract. I am solely responsible for communicating may affect reimbursement. I understand that I am solely responsible for all tuition and la status changes with an agency or third party.	g any changes regarding my status with the agency that
LATE PICK UP FEE: I understand that Countryside Early Learning Center is open from holidays and school closings listed on the school calendar. I understand that if I fail to pick will apply. Details on late pick up provided in Parent Handbook.	n 6:30 am -6:00 pm, Monday-Friday, all year, except for up my child at the closing time, a \$25.00 late pickup fee
TUITION DISCOUNTS: I understand that if I enroll more than one child within my immediate on the lesser tuition rate. Heroes discount of 15% is available to all military, police	mediate family, a ten (\$10.00) dollar a week discount is and firefighter families.
RETURNED CHECK FEE: I understand that if my check for tuition payment is returned be applied to my account. All checks that are returned for insufficient funds will not be received must be made on the same day notification is given regarding the returned check.	for any reason, that a returned check fee of \$25.00 will deposited. A cash payment including the returned check
AGREEMENT 2: DAILY PROCEDURE	
DROP OFF & DISMISSAL: I understand that during drop off I must walk my child into that I am responsible to pick up my child at their classroom. No child will be escorted to that it is my responsibility to be familiar with my child's program and the allotted drop off and the control of t	heir parent by a teacher or staff member. I understand
ILLNESS: I understand that I will be immediately notified if my child becomes ill while in Parent Handbook. I understand that if the school request that my child be picked up due to child. If my child contracts a contagious disease, I agree to notify the school and understated order for my child to return to school.	o illness that I will be prompt in my arrival to pick up my
PHOTO RELEASE: I give Countryside Early Learning Center permission to use my Countryside Early Learning Center business, including: school web site, newsletters, gradu images or video may be used for news organizations and promotional purposes. I hereby we	lation slideshows, etc. I understand that photographic



finished product in which a photographic or video image may be used including the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied.

WITHDRAWAL: I understand that no written notification is needed in order to withdraw my child from school. If your child is absent three or more days and the school has not been notified, Countryside holds the right to withdraw your child. The Registration Fee will need to be paid to re-enroll your child.

# ACREMATATA HOLIDAYS ARSENICES AND CLOSINGS

AGREEVIEW 5: HOLIDAYS, ABSENCES AND CLOSINGS	
HOLIDAYS/SCHOOL CLOSINGS: I understand that Countryside Early Learning Center is Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Martin Luther King Jr. Day, Ve understand that there are a few recess days posted on the school calendar that Countryside refund, credit or any allowance for these days. If a holiday falls on a weekend, it will be obser Monday.	eterans Day, Good Friday and President's Day. I also will be closed for. I agree that I will not receive a
ABSENCES/VACATIONS/TARDINESS: I understand that Countryside is a Learning Centermorning. I understand that if I want my child to partake in all morning lessons and activities the prior to 9:00 am. I agree to inform the school on any given day that my child will be absent. The child's academic progress and disrupts the learning environment for all students. Countryside he cardiness. I understand that my tuition is due every Monday, first of the month, depending on my child's attendance. I understand that no credit, refund, allowances and or extra service will my child is withdrawn due to vacation and/or absences, whether it be by the facility or the understand that the school holds the right to withdraw my child due to absences without notification.	nat it is my responsibility to have my child at schoo lardies are an ongoing concern. Tardies affect your olds the right to withdraw any student for excessive the payment program I have selected regardless of be provided for child absences. I understand that if parent, the registration fee must be paid again. I
INCLEMENT WEATHER OR OTHER DISASTERS: I understand that Countryside follows Miar inclement weather. I understand that it is my responsibility to watch or listen to our local weatheir schedule due to inclement weather. I understand that Countryside holds the right to clost inclement weather in the Homestead area. I agree that I will not receive a refund, credit or inchedule changes.	ther channels for any changes MDCPS has made to e the school at any time deemed necessary due to
GREEMENT 4: POLICIES	
PARENT HANDBOOK: I understand that Countryside provides a Parent Handbook online	or a hard copy (when requested) with policies and

procedures that are set into place for the facility. I have read and agreed to the parent handbook. I understand that Corevise or change any policies at any time and that written notification will be provided if done so.	ountryside holds the right to
STUDENT OBSERVATIONS: I understand that Countryside does quarterly observations on all students enrolled. services provided to your child, Miami-Dade County, Department of Human Services, Child Development Services and of Miami-Dade/Monroe (the agency that oversees policy development and funding for early care and education) has of Assessment Program. The screening and assessment process will be similar to the kind of activities your child is involved in the screenings and/or assessments will have no bearing on your child's receipt of services. All data gathere kept confidential. Part of this process will involve, but is not limited to the collection of parent and teacher informatically the screening will have access to the data in order to make informed decisions about how best to improve the quayour child.	The Early Learning Coalition coordinated a Screening and ved in on a daily basis. The differm this program will be ation. Researchers and your

NO ALTERATIONS TO AGREEMENT: No terms of this agreement may be changed in any way. If changes of any sort are made to this agreement, the agreement will be null.

UNIFORMS: I understand uniforms are mandatory! Countryside requires that all students beginning with our Toddler group and above wear uniforms daily. New enrollment must have uniforms prior to starting. I understand that if my child arrives to school wearing inappropriate uniform that I will be asked to pick him/her up from school. I understand that detailed information regarding uniform policies is provided in the Parent Handbook.

PARENT/GUARDIAN SIGNATURE DATE:
Countryside's policies have been reviewed with me. I have received and read the Parent Handbook and agree to abide by all policies included in the Enrollment Form and Handbook. I understand that the Parent Handbook can be changed and/or altered at any time and that written notification via email will be provided.
RENEWAL FORMS: I understand that many forms may need to be renewed on a yearly basis. I agree to comply with all renewal dates and requirements for processing renewal forms.
FOOD CONTAINERS: Any food containers used for home lunches, snacks, water bottles/thermos, etc must have your child's first and last name labeled on it. Countryiside reserves the right to reject any item brought to school not properly labeled.
All foods that are considered choking hazards and are brought from home must be chopped for child consumption. Countryside has the right to reject any foods not chopped properly at our discretion. All food items, containers, thermos, water bottle, etc brought from home must have the child's first and last name written on it. Countryside <u>WILL NOT</u> serve any food item that does not have a name labeled legibly. For more information regarding proper preparation for foods, name labeling and/or food preferences, please contact our office.
FOOD PROGRAM: I understand that Countryside is part of the Miami Dade Health Departments Food Program and a completed application must be submitted with my enrollment form. I also understand that if my child is allergic to any foods provided by the center that I am responsible to provide the facility with a completed Special Dietary Conditions Form signed by my child's physician. I understand that it is my responsibility to provide my child home lunch on the days they are being served a meal that they cannot eat due to allergies, religious purposes and/or parent preference (organic, vegetarian, vegan, etc). I understand that no special foods for my child may be stored at the center. Special foods needed for my child must be provided on a daily basis, when needed. I understand that if anything changes in regards to my child's eating habits and/ or conditions, it is my responsibility to contact the office and make the appropriate changes to the enrollment form. I understand that if I have specific eating habits for my child and do not want my child to eat school lunch, a written letter must be provided with the date, child's name, parent signature and details explaining the eating preference for their child.
TOYS/ VALUABLE ITEMS: I understand that Countryside is not responsible for any personal items (toys, jewelry, valuable items, etc.) that children bring to school. I understand that if any of my child's items are misplaced, lost or broken, Countryside is not liable.
PLAYGROUND PLAY: I understand that playground equipment and area is for school use only. Before drop-off or after dismissal, students are not allowed to use the playground equipment or area. I understand that Countryside is not responsible for any injuries suffered on playground equipment and/or area within the drop-off and dismissal time.



# MEDICAL INFORMATION

	Is your child under special medication? If so, what medication is your child taking?	
	Is your child allergic to: (If allergic in any category, please write the name of the item and the reaction to the allerg	v.)
	Medication:	
	Food:	
	Other:	
	Does your child have any medical condition? If so, please write the name of the conspecial instructions that need to be followed.	dition and an
IEI	ER IMPORTANT INFORMATION	
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# **Tuition Agreement**

I understand that if my child is enrolled at Countryside Early Learning Center during the school year, tuition is due whether my child attends school, is absent (family vacations, illness, etc.), holidays and/or school is closed. Payment plan is determined at the time of enrollment. Payment plans available are bi-weekly or monthly ONLY. Bi-weekly payment plans are due on Monday of the first week of service and must include the second week of service. A late fee of \$25.00 will apply after Tuesday of the first week if payment is not received. Monthly payment plans are due before the 5<sup>th</sup> of the month and must include all payments for all weeks in the month. To determine how many weeks are in a month, Mondays should be counted. A late fee of \$25.00 will apply after the 5<sup>th</sup> of the month. If the 5<sup>th</sup> of the month falls on a weekend, payment must be made on the working day prior to the 5<sup>th</sup>. Countryside reserves the right to withdraw any student from their program due to lack of payment of tuition and late fees. If withdrawn, registration fee will need to be paid again. No tuition refund, credit or allowance will be given for days absent. Tuition includes lunch and two snacks and/or baby food. School hours are from 7:00 am to 5:30 pm. Tuition is subject to change without notice. Increase of tuition can be made yearly.

I have read, understood and agreed with the above information regarding tuition and payments for my child's enrollment at Countryside Early Learning Center. I agree that I will pay tuition no matter my child's attendance when enrolled within the school year and that I will not receive a refund, credit or any allowance of days.

Date:	-						
Child's Name:					*		
	8 9						
-							
Parent's Name:		 62."	,	•		a	
Parent Signature:		ð					



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# **Expulsion policy**

Students within the age group that we service are not normally expelled from school for known or familiar reasons such as; poor behavior, defiance, and/or having the ability to harm themselves and/or others. As mandated by the Department of Children and Families, below we provide the reasons Countryside may have to terminate/suspend services to students enrolled at our school.

# Parental Actions for child expulsion

Please note that termination for parental actions is not limited to the below points mention. Countryside Early Learning Center reserves the right to expel/terminate a student for any Parental action deemed pertinent for termination/suspension.

- Failure to pay tuition and/or fees charged
- Failure to maintain required documents up to date, such as, but not limited to; H1N1 Form, Medical Records, CCFP Application, etc.
- Habitual tardiness when picking up your child.
- Physical and/or verbal abuse to staff.

# Child Actions for expulsion

Please note that termination for parental actions is not limited to the below points mention. Countryside Early Learning Center reserves the right to expel/terminate a student for any Parental action deemed pertinent for termination/suspension.

- Failure of child to adjust within a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Physical or verbal abuse to staff or other children or themselves

The well-being of every child enrolled is of primary concern to Countryside Early Learning Center. We want to ensure that all children are safe and secure while in attendance. Countryside reserves the right to provide remedial action when deemed necessary and appropriate.

That's road and an		
Date:		
Child's Name:	*	
Parent Name:	* * .	
Parent Signature:		

I have read and understand the above statement.



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# **Tools For Successful Conflict Resolution**

Dear Parents,

We are required by Children and Families to provide parents with a written conflict resolution policy. Although our conflict resolution policy is provided on our Enrollment Form and our Parent Handbook, below is a detailed step by step approach for behavior modification.

Our program insures that age-appropriate, constructive disciplinary practices are used for your child. alternatives to improper behavior. To insure a safe and successful program, discipline is a must.

# Steps to behavior modification:

- 1 Children will be corrected and asked to change their behavior.
- 2 Children will be re-directed from situation.
- 3 Children will be placed in "Time in" with the use of the cozy area.
- Children will reflect in the cozy area: self-soothe, breathing exercises, and relaxation techniques with the help of the teacher.
- 5 Parents will be contacted if behavior is not corrected.
- 6 Children shall not be subjected to discipline which is severe, humiliating, or frightening.
- 7 Discipline shall not be associated with food, rest or toileting.
- 8 Spanking or any other form of physical punishment is strictly prohibited.
- 9 Children may not be denied active play as a consequence of misbehavior.

If you have any questions or concerns regarding the discipline policy please contact our office.

Thank you.		
******	*******	***********************
Date:		
,	R	have received in writing the disciplinary practices used by Countryside Early
_earning Center.		
**		
	(Name of Child)	(Signature of Parent)

REV 07242019



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# Student Photo Release Form

I, (parent/guardian) give Countryside Early Learning
Center permission to use my child's photograph or photographic image in official Countryside Early Learning Center business, including: school web site, newsletters, graduation slideshows, etc. I understand that photographic images or video may be used for news organizations and promotional purposes.
I hereby waive any right that I may have to inspect or approve the finished product in which a photographic or video image may be used including the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied.
Yes, I agree with the release form.
No, I do not agree with the release form.
Date:
Child's Name:
Parent Name:
Parent Signature:



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# **Authorization Form for Diaper Ointment**

Date:	
I authorize Countryside Early Learning Center to apply	diaper cream, provided by
myself, on my child(Print Child's Name)	_ as needed.
	3
If there are any questions please call me at	
Sincerely,	
(Parent Signature)	
(Parent Name-Please print.)	

# Child Care Food Program Infant Feeding Form

Child care facility: Pleas	e fill in facility name and formulas offered before distributing to parents.	
Child Care Facility Name:	COUNTRYSIDE EARLY LEARNING CENTER	10
*Formulas offered at this facility: Milk based:	GOOD START	
Soy based:	GOOD START	

This child care facility participates in the Child Care Food Program (CCFP) and is required to offer infant formula and food to your baby. The CCFP provides reimbursement for healthy meals provided and served to your baby while in our care. Our child care staff have been trained in infant feeding practices and offer age appropriate foods for your baby.

We welcome breastfed babies and support and encourage moms to continue breastfeeding when returning to work or school. For formula fed infants, we offer the iron-fortified infant formulas listed above to babies in our care.

To qualify for reimbursement, infant meals and snacks must include, at a minimum, the following food components at appropriate age and developmental stages:

- ~ Breastmilk or iron-fortified infant formula (or a combination of both)
- ~ Iron-fortified infant cereal
- A variety of texture appropriate vegetables and fruits
- ~ A variety of texture appropriate meat and meat alternates
- ~ Bread or crackers
- ~ 100 percent fruit juice

Please be aware this child care facility:

- May request parents to supply clean, sanitized and labeled bottles on a daily basis.
- Requires the parent to label bottles of breastmilk or formula and containers of food that they provide with baby's name, date, and time of bottle or food preparation.
- ~ Can feed solid foods to infants younger than 4 months of age only when a medical statement is provided.
- ~ Can feed solid foods to infants in a bottle only when a medical statement is provided.
- ~ Can offer 100 percent fruit juice from a cup not a bottle.

Parents please complete the following:	•
Baby's full name:	Date of Birth:
Please check $\checkmark$ this box $\square$ if your baby is breastfed and you plan	n to provide breastmilk.
I understand that this child care facility will supply the above iror up to 12 months of age and infant cereal and baby food for infar CCFP requirements.	n-fortified formulas for formula-fed infants nts 4 months and older, according to the
*I prefer to supply my own formula (write in name of formula): _	
This facility has not requested or required me to provide	infant formula or food.
Parent Signature:	Date:
Printed Name of Parent:	

\*Please note: Early Head Start facilities provide the brand of formula you currently give your infant as well as all age-appropriate foods.

I-102-03



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<u>Tuition is subject to change without notice. Increase of tuition</u> can be made yearly.

### **TUITION INFORMATION**

Payment plans will be determined at the time of enrollment. Payment plans available are bi-weekly and every 4 weeks payments ONLY. Bi-weekly payment plans are due on Monday of the first week of service and must include the second week of service. A late fee of \$25.00 will apply after Tuesday of the first week if payment is not received. Every 4 weeks payment plans are due before the 5<sup>th</sup> of the month and must include all payments for all weeks in the month. To determine how many weeks are in a month, Mondays should be counted. A late fee of \$25.00 will apply after the 5<sup>th</sup> of the month. If the 5<sup>th</sup> of the month falls on a weekend, payment must be made on the working day prior to the 5<sup>th</sup>. Countryside reserves the right to withdraw any student from their program due to lack of payment of tuition and late fees. If withdrawn, registration fee will need to be paid again. No tuition refund, credit or allowance will be given for days absent. School hours are from 6:30 am to 6:00 pm.

Registration Fee – (MUST BE PAID ONCE A YEAR & IT IS NON-REFUNDABLE):

\$190.00

Tuition – Infants: (3 months up to 1 year): Half Day (picked up by 12:30 pm) \$700.00 Every 4 weeks (Payment option: \$350.00 biweekly) \$500.00 Every 4 weeks (Payment option: \$250.00 biweekly)

Tuition – Two year Old:

\$660.00 Every 4 weeks (Payment option: \$330.00 biweekly)

Half Day (picked up by 12:30 pm)

\$460.00 Every 4 weeks (Payment option: \$230.00 biweekly)

Tuition – Three to Kindergarten:

\$620.00 Every 4 weeks (Payment option: \$310.00 biweekly)

Half Day (picked up by 12:30 pm)

\$440.00 Every 4 weeks (Payment option: \$220.00 biweekly)

For each additional child within the immediate family, a forty (\$40.00) dollar a month (\$20.00 biweekly) discount is granted on the lesser tuition rate.

**School Age Tuition:** 

\$135 weekly

**After School Care:** 

\$ 30 weekly

# VPK Program: Voluntary Pre-Kindergarten Program

(Please note the VPK Program follows Miami Dade County Public Schools schedule. The VPK Program does not include a full day of tuition. This program includes service from the hours of 9:00 am - 12:00 pm free to all students).

### **VPK Tuition Programs**

Full day-

6:30-5:30 (Every 4 weeks) (daily charge is \$27.00)

\$ 440.00

Morning Care-

6:30-9:00 (Every 4 weeks) (daily charge is \$18.00)

\$ 280.00

After School Care-

12:00-6:00 (Every 4 weeks) (daily charge is \$25.00)

\$ 440.00

VPK Non-payment Days within a VPK week (Daily charge in addition to weekly fee)

\$ 30.00

On VPK non-payment <u>day</u> (teacher planning days) the Early Learning Coalition does not cover tuition for our VPK students. If your child attends school on a VPK non-payment day this charge applies.

Non VPK Week (Daily charge)

\$ 26.00

On VPK non-payment <u>week</u> (Spring Break) the Early Learning Coalition does not cover tuition for our VPK students. If your child attends school on a VPK non-payment week this charge applies.

### **School Readiness**

This program covers the Registration Fee. Weekly fees assigned with your authorization packet are due promptly and within payment option decided at the time of enrollment.

# CHILD CARE FOOD PROGRAM FREE AND REDUCED-PRICE MEAL APPLICATION - COMBO

Child's Name:	Center Name 8	& Address:	Countryside Early Learning Center, 15395 SW 288 ST, Homestead, FL 33033	) Center, 15395 S	N 288 ST, Home	estead, FL 33033
Primary Hours of Care: From:To:	Days of the Week in Care:	leek in Care: M T W	Ŧ	ally Served M	hile in Care:	BR MS III AS SII ES Nose
Pease read the instructions and accompanying Parent Letter before com	Parent Letter before comp	oleting this form. If you	<u>pleting</u> this form. If you need assistance completing this form, call:	g this form, ca		
STEP 1: Complete the following table for all INFANTS and CHILDRE	NFANTS and CHILDREN	through age 18 that	N through age 18 that reside in the household, even if not related	even if not re		(include child listed at too of form)
Child's Name (Last Name, First Name)	Date of Birth	Attends this center? (circle)	(circle)   Foster Child? (circle)	(circle)   Mig		Homeles
		Yes No	Yes No		Yes No	Yes No
		Yes No	Yes No		Yes No	Yes No
		Yes No	Yes No		Yes No	
		Yes No	Yes No	0	Yes No	Yes No
SIEP 2: Do any household members (children or adults) receive Food Assistance F f NO, go to STEP 3. If YES, enter one of the following case numbers, then no to STEP 5.	n or adults) receive Foo	d Assistance Program	n (FAP/SNAP) or Tempor	ary Assistano	e for Needy	oe
FAP/SNAP Case Number:		or TANF Case Number:		9		
Children's Income – sometimes children earn or receive income. Enter	or receive income. Enter the	the total income received by all children list	the total income received by all children listed in STEP 1, then check how often the income is received	ed a case # in STEP 2) TEP 1. then check how	STEP 2) leck how offe	the income is received
Children's income – Total: \$	How often recei	How often received? (check only one):	s):   Weekly   Bi-Weekly	kly   Twice a Month	a Month	☐ Monthly ☐ Annually
STEF 4: nousenoid income and adult household member information (see reverse side for what types of income to report) (skip this step if you listed a case # in STEP	nold member information	n (see reverse side fo	or what types of income to	report) (skip	this step if y	ou listed a case # in STEP 2)
Adduit Household Members and Income – list all adult household members (age 19 and up) even if they do not receive income. For each adult, list the total gross income (before taxes & deductions) from each source in whole dollars only (no cents) and how often it is received (i.e., weekly, bi-weekly, twice a month, monthly, or annually). For an adult that does not receive income from any source, write "none" or "0." If you enter "none" or "0" askeave any income fields blank, you are certifying that there is no income to cancer.	all adult household memb <mark>ole dollars only (no cent</mark> : vrite "none" or "0." If you ε	ers (age 19 and up) ev <u>s)</u> and how often it is enter "none" or "0" α <u>e</u> k	Ders (age 19 and up) even if they do not receive income. For each adult, list the total gross income (ts) and how often it is received (i.e., weekly, bi-weekly, twice a month, monthly, or annually). For enter "none" or "0" dekeave any income fields blank, you are certifying that there is no income to	come. For eachweekly, twice	th adult, list a month, mitving that the	the total gross income (before onthly, or annually). For an adult
Adult Household Member's Name (Last Name, First Name)	Earnings from Work (\$ Amount / How often?)	n Work w often?)	Public Assistance/Child Support/Alimony Text (\$ Amount / How often?)	upport/Alimor	y Pensic	Pensions/Retirement/All Other Income (\$ Amount / How offen?)
		/ Weekly Biweekly Monthly Twice a Month Annually	/ Weekly Blweekly Twice a Month	iweekly Monthly	↔	/ Weekly Biweekly Monthly
	\$ / Wee	/ Weekly Biweekly Monthly Twice a Month Annually	/ Weekly E	-	€	X
Total Household Members (Add STEP 1 & 4):	Last four digits		mber (SSN) of adult hous	adult household member:	er:	If no SSN, write "none."
By signing below, I am certifying (promising) that all information on this application is true and that all income is reported. I understand that this information is being given in connection with the receded federal funds and that institution officials may verify (check) the information. I am aware that if I mirrosely gave in formation is being given in connection with the recedence of federal funds and that institution officials may verify (check) the information. I am aware that if I mirrosely may be a second to the information of the i	une information on this application (check) the information.	ation is true and that all in a	income is reported. I underst	and that this in	formation is b	eing given in connection with the rece
Home address (if available):				, i iliay be pios	aculed under	applicable state and federal laws.
	Street Addr	Street Address, City, State, Zip Code		Day	Daytime pnone #: (	
Signature of adult household member:		Prir	Printed name:			Date signed:
OPTIONAL: Child's ethnic and racial identities We are required to ask for informal Responding to this section is optional and does not affect your child's eligibility for free	ire required to ask for informatii your child's eligibility for free o	on about your child's ethnic r reduced-price meals.	ity and race. This information is Ethnicity (check one):	important and he	lps make sure t Latino	We are required to ask for information about your child's ethnicity and race. This information is important and helps make sure that we are fully serving the community. affect your child's eligibility for free or reduced-price meals. Ethnicity (check one):     Hispanic or Latino     Not Hispanic or Latino
Race (check one or more):     American Indian or Alaskan Native   FOR CONTRACTOR USE ONLY:	Alaskan Native	in   Black or African American	an American	Native Hawaiian or Other Pacific Islander	r Pacific Islan	der   White
Categorical Eligibility: ☐ FAP/SNAP or TANF Household	ehold   Foster Child	Total Household Size:	Total Household Income:	Income: 8		
Eligibility Determination:		How Often Income is to an annual amount. A	How Offen Income is Received (Frequency): ☐ Weekly an annual amount. Annual Income Conversion: Weekl	eekly 🗆 Biweekly Veekly x 52, Biweek	ekly Twi	How Offen Income is Received (Frequency): ☐ Weekly ☐ Biweekly ☐ Twice a Month ☐ Monthly ☐ Annually an annual amount. Annual Income Conversion: Weekly x 52, Biweekly x 26, Twice a Month x 24, Monthly x 12
Reason for Non-needy Status:   Income too High	☐ Incomplete Application	☐ Other Reason:				
Determining Official's Signature: Revised 6/2019		Date:	Second Party Check Signature:	nature:		Date:
		Page 1 of 2				N-600-D

new law was passed that requires child During the 2009 legislative session, a (the flu) every year during August and care facilities, family day care homes detailing the causes, symptoms, and transmission of the influenza virus and large family child care homes provide parents with information September.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

Name:

Child's Name:

Date Received:

Signature:

order for them to maintain it in their records. the brochure to your child care provider, in Please complete and return this portion of



# What should I do if my child gets sick?

Consult your doctor and make sure your child gets aspirin or medicine that has aspirin in it to children plenty of rest and drinks a lot of fluids. Never give or teenagers who may have the flu.

# DOCTOR RIGHT AWAY IF YOUR CHILD: CALL OR TAKE YOUR CHILD TO A

- Has a high fever or fever that lasts a long time
  - Has trouble breathing or breathes fast
    - · Has skin that looks blue
      - Is not drinking enough
- want to be held, or has seizures (uncontrolled Seems confused, will not wake up, does not shaking)
- Gets better but then worse again
- · Has other conditions (like heart or lung disease, diabetes) that get worse





# How can I protect my child from the flu?

winter (children receiving a vaccine for the first 19th birthday receive a flu vaccine every fall or A flu vaccine is the best way to protect against recommended. The CDC recommends that all children from the ages of 6 months up to their time require two doses). You also can protect your child by receiving a flu vaccine yourself. to year, annual vaccination against the flu is the flu. Because the flu virus changes year

# What can I do to prevent the spread of germs?

contaminated hands and articles soiled with nose and the flu may also spread through indirect contact with infect someone nearby. Though much less frequent, happen when droplets from a cough or sneeze of an throat secretions. To prevent the spread of germs: The main way that the flu spreads is in respiratory infected person are propelled through the air and droplets from coughing and sneezing. This can

- Wash hands often with soap and water.
  - cough or sneeze into your Cover mouth/nose during you don't have a tissue, coughs and sneezes. If upper sleeve, not your nands.
- who show signs of illness. Limit contact with people face. Germs are often
- Keep hands away from the touches something that is contaminated with germs her eyes, nose, or mouth. and then touches his or spread when a person



# stay home from child care? When should my child

to rest and to avoid giving the flu to other children and until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours. systems). When sick, your child should stay at home should not return to child care or other group setting could be longer in children and in people who don't fight disease well (people with weakened immune to up to 5 days after getting sick. The time frame A person may be contagious and able to spread the virus from 1 day before showing symptoms

For additional helpful information about the dangers of the flu and how to protect your child, visit: http://www.cdc.gov/flu/ or http://www.immunizeflorida.org/

# What is the influenza (flu) virus? Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as

October and last as late as May.



# How can I tell if my child has a cold, or the flu?

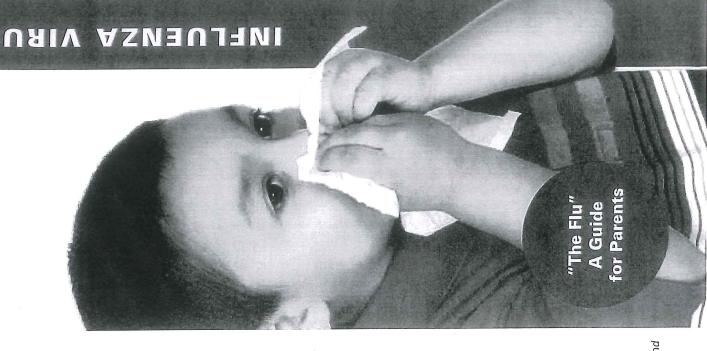
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:



This brochure was created by the Department of Children and Families in consultation with the Department of Health.





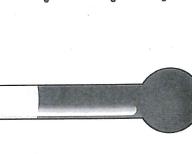
# FACTS ABOUT

# HEATSTROKE:

It only takes a car 10 minutes to heat up 20 degrees and become deadly.

Even with a window cracked, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases 3 to 5 times faster than an adult's body.



# A PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

# During the 2018 legislative session,

a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to

drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



# of the Distracted Adult brochure

My signature below verifies receipt

Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

# A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



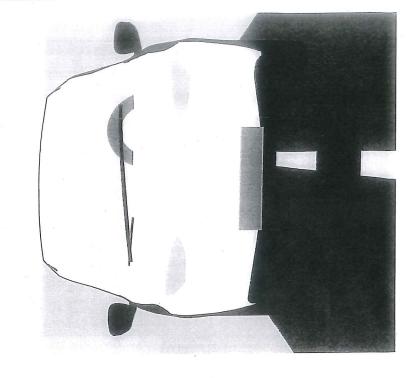


Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare CF/PI 175-12, May 2018







Countryside Philosophy "To lead, serve and guide the children of our community"

# Parental (Guardian) Authorization Form

Provider Name:	COUNTRYSIDE	15395 SW 288 ST	vider ID:	
Address:	E A R L Y LEARNING	Homestead FL 33033 305-246-5315		
City:	CENTER	305-246-1413	p Code:	
Parent's Name: _				T
Child's Name:		Ch	nild's last 4 of SS	S#
		Ch		
		Ch		
		en) listed on this page to the f		
Name:		Phone:		Relationship:
		Phone:		
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	als are also authorized to			
	out on the Early Learnin ation Form for my child(	g Coalition of Miami-Dade ar (ren).	nd Monroe's Pare	ental Signature Sheet &
To transport my	child(ren) to and from ho	me/school to my child care pr	ovider.	
I am aware that all age.	individuals granted perm	nission to drop off or pick up r	ny child(ren) mu	ast be at least 18 years of
Parent Signature: _			Date:	
Parent Print Name:			Telephone: _	
Signature of Provid	er:		Date:	



"To lead, serve and guide the children of our community"

All instructors are level 2 background screened and in compliance with the Department of Children and Families.

# Dear Countryside Parents and Families:

All extra-curricular activities begin in September! All activities are optional and are scheduled at times that do not interrupt our academic portion of the day. We encourage our parents to have your child participate in extra-curricular activities. Extra-curricular activities target areas of development (physical development, approaches to learning, social & emotional development, and creative expression through arts). Please refer to The Florida Early Learning and Developmental Standards.

# Jungle Safari Bus

Fitness on Wheels! The Jungle Safari Bus (JSB) is a school bus that is converted into a fitness/playhouse. Children enjoy their time in this structured, fitness oriented class where they truly foster their physical development. The JSB remains parked on school property and all students enlisted are walked to their class by their teacher. The JSB is \$30.00 a month for two thirty minute days. Students in our two year old class through VPK can participate. An automatic bill will be placed on your child's account once enrollment is received. Important News: there will be a FREE demo for all students in our two year old class through VPK. If you do not want your child to participate please contact the child's teacher. Demo is for each class separately.

# Wild About Sports (WASA)

Wild About Sports offers youth Tennis, Soccer and Basketball programs. The goal of this program is to develop coordination, agility and balance, flexibility, rule recognition and game strategy through play. Schedule accommodates our academic time. WASA is \$15.00 a month and can be paid directly to Wild About Sports online or by providing a check to the front office. **An automatic bill will be placed on your child's account once enrollment is received.** 

Enrollment forms for optional extra-curricular activities are attached. Form must be turned in prior to the first week of September. If you have any questions regarding our activities please do not hesitate to contact our office. Capacity is limited!



"To lead, serve and quide the children of our community"

### **School Uniforms**

# All uniform bottoms and jumpers must be uniform material. Uniforms are mandatory! NO DENIM, CARGO, or COTTON BOTTOMS!

Girls

Polo Shirt

red, grey, navy, white (Embroidered)

**Bottoms** 

Shorts: blue, black, khaki, grey

Pants: blue, black, khaki, grey

Skirts/skorts: blue, black, khaki, grey

Jumper: blue, black, khaki, grey (embroidered)

Shoes

Sneakers, Loafers (closed toe and heel shoes only)

Students must wear socks with sneakers or loafers

Boys

Polo Shirt

red, grey, navy, white (Embroidered)

Bottoms

Shorts: blue, black, khaki, grey

Pants: blue, black, khaki, grey

Shoes

Sneakers, Loafers (closed toe and heel shoes only)

Students must wear socks with sneakers and loafers

where can you get your child's uniform?

Miami Uniforms

**Homestead Office** 

698 N. HOMESTEAD BLVD #102

HOMESTEAD 33030 305-247-2799

Palmetto Bay Office 9851 E Fern St

Palmetto Bay, Fl 33157

For cooler days, students can wear thermal or tights under their clothing. Sweaters and jackets can be worn with uniform.

### UNIFORMS MUST BE WORN THROUGHOUT THE COLDER MONTHS.

**NO EXCEPTIONS.** 

You want to buy your uniform somewhere else? GO FOR IT!!

Take your shirts to Rapid Signs and T-shirts for your \$5.00 logos, located at: 27466 S. Dixie Hwy Homestead, FL 33032 786-486-2804 \*\*\*\*\*\*They are closed Mondays\*\*\*\*\*\*\*

# Countryside Philosophy "To lead, serve and guide the children of our community"

# 2020/2021 SCHOOL CALENDAR

JULY 2020					
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i i Kin	SEPTEMBER 2020						
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MAY 2021						
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28	29	30			

Holiday/Observance - Countryside is closed.

Teacher Planning Days - Countryside is open. There are no VPK classes (NON VPK DAY).

Recess Break - Countryside is closed.

Spring Break - Countryside is open. There are no VPK classes (NON VPK DAY).

First Day of School 2020/2021

School Closing due to First Day of school Preparations.

Countryside follows the Dade County Public School schedule during Hurricane Season.

Please refer to your Tuition Agreement Form in your Enrollment Packet for information regarding tuition payment on Holidays, school closings, and student absences. TUITION IS DUE REGARDLESS OF SCHOOL CLOSINGS.



Countryside Philosophy To lead, serve and guide the children of our community

May 14, 2020

Dear Countryside Parents and Families

# Covid-19 Guidance Protocol

We hope and pray that this letter finds all our students and their families well. Our team is currently working diligently to prepare the facility for re-opening. As we closely follow the recommendations made by governing officials and our licensing agencies, Countryside is adopting many protocols for the safety and security of our children. Countryside is scheduled to open on Tuesday, May 26, 2020 from 7:00 am-5:00 pm. Drop off times and dismissal times are temporary and will remain in effect till further notice. Countryside considers the health of our students a priority and strict guidelines are in effect immediately.

The Covid-19 Guidance Protocol is implemented immediately when re-opened and is mandated in conjunction with our Parent Handbook. Countryside considers the health of our students a priority and strict guidelines are in effect immediately. We strongly advise that all families make the necessary adjustments to their routines to adhere to all protocols that can affect their time.

Any interaction made with a Countryside team member requires all persons involved to wear a mask at all times. Children are not required to wear a mask but are allowed to, if willing. Parents must provide the mask. Countryside will not force any child to wear a mask. Countryside is not responsible for any personal mask lost. Children under the age of two will not be allowed to wear a mask because of the danger of suffocation. Children will be grouped in groups of ten, including staff members. The 6 feet for social distancing recommended by health officials will not be mandatory within the groups the children are in. Groups will be generated by age levels. Once a group has reached its capacity, children will no longer be enrolled. Group sizes will be strictly maintained till further notice.

Countryside's Open Door Policy is suspended temporarily till further notice. No parent and/or family member will be provided the code for entry into the facility. All entry to our office must be scheduled. Please contact our office should you need to schedule a visit. Office staff is available any time, Monday- Friday within our operating hours. Parents that need to visit our office can do so with a scheduled time, during operating hours. To schedule a visit, please call the office and a reserved time will be provided. An "X' marks the spot for proper social distancing while in the office. Only one person will be allowed in the office at a time.

A mask is required for adults throughout drop off and pick up of children. Children will have a curbside drop off each day. Staff will be readily available to assist parents at their arrival. Parents will not park during drop off. Parents will drop off by the mailbox. Teachers will sign every child in and take their temperature. Temperatures will be recorded

daily. Parents must remove their child from their car at drop off. A teacher will receive your child, sanitize their hands and walk your child to class on arrival. NO LINGERING OR PROLONGED CONVERSATIONS WILL BE PERMITTED AT DROP OFF. All persons dropping off must wear a mask. The flow of traffic will be strictly maintained.

Children will have a curbside pick-up each day. Parents are required to call, at a minimum, 10 minutes prior to arrival for pick up. Contacting the school prior to arrival allows the flow of dismissal to run smoothly. Any parent that does not timely notify the office of arrival will be required to park and wait for their child to be dismissed. Parents must assist their child into the car at pick up. Teachers will sign every child out each day. NO LINGERING OR PROLONGED CONVERSATIONS WILL BE PERMITTED AT PICK UP. All persons picking up must wear a mask.

Children with fevers of 100.40 (38.00C) or above will not be permitted into the facility. Children that appear ill to the staff member assisting at drop off, for any reason, will not be permitted into the facility. Countryside holds the right to refuse entry to any child that displays signs of illness. Signs of illness will be monitored and managed at the school throughout the day.

Any child that becomes ill while at school must be picked up. Determination of child's condition is subject to the discretion of the Director(s) and our school team members. A doctor's note is required upon return of any child sent home for illness and/or is out sick. Parents that are contacted due to their child being sick will be provided a 30 minute window for pickup. Parents that do not adhere to the 30 minute window, for pick-up of an ill child, can be withdrawn permanently from our program. If your child appears to be ill, please keep them home. It is the responsibility of parents to advise the school of any contact, their child or any family member, may have had with COVID-19.

Toys used throughout the day will be sanitized daily. Any toy that is placed in a child's mouth will be inaccessible to other children till properly sanitized. Personal care routines will be managed prominently throughout the day. Children will nap with their designated groups.

Payments can be made over the phone using a credit card or debit card. Cash payments are accepted. A scheduled time must be provided by our office for payments. No payment should be placed in children's personal belongings. Cash payments must be the exact amount required for payment. Change for cash payments will not be provided. A credit will be issued on accounts that have paid an excess amount in cash. Late fees for late payments and late pickups apply accordingly and will be assessed stringently. PAYMENTS WILL NOT BE ACCEPTED AT THE TIME OF DROP OFF AND/OR PICK UP. Countryside is not responsible for any lost funds placed in child's personal belongings.

Home snacks are not allowed. Countryside will provide additional snacks to all age groups at the start of our re-open. Further notice will go home explaining how home snacks will be handled. For students that have a Special Dietary Conditions Form in their file, parents must continue to provide the necessary meals for their child. A water bottle should be provided daily. Water bottles will be discarded at the end of the day.

Changes made to our Covid-19 Guidance Protocol will be advised in writing via email and as needed. If any contact information for your child needs to be updated, please contact the office immediately. Should you have any questions, please feel free to contact our office.

We understand that the new protocol will require time for adaptation for our students, their families and our team. We kindly ask for your patience and cooperation throughout this time. The ultimate goal is that we work together to ensure that the health and safety of all our children.

Thank you,

Marilyn Lopez



15395 SW 288 STREET HOMESTEAD, FLORIDA 33033 P: 305.246.5315 F: 305.246.1413

www.countrysidelearningcenter.com mlopez@countrysidelearningcenter.com



# "To lead, serve and guide the children of our community"

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Countryside Early Learning Center (hereinafter referred to as "the School") has put in place preventative measures to reduce the spread of COVID-19; however the School cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further attending the School could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my children may be exposed to or infected by COVID-19 by attending the School and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, school employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to children or myself (including, but not limited to, personal injury, disability, and death), illness damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the School or participation in school programming (hereinafter referred to as "Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge and hold harmless the School, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the School, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any School program.

Signature of Parent/Guardian		**	Date .		
*			*	6 <b>A</b> 60	0
Print Name of Parent/Guardian			Name of School Participant(s)		